

# UTAH COUNTIES INSURANCE POOL

## BOARD OF TRUSTEES MEETING

Thursday, January 21, 2010, 12:00 p.m.

UCIP Offices, 10980 S. Jordan Gateway, South Jordan, UT

## AGENDA

12:00 Lunch Provided

12:30 Call to Order

Kay Blackwell

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### ITEM ACTION

1 Review/Excuse Board Members Absent

Kay Blackwell

2 Parliamentary Procedure

Kay Blackwell

3 Approve December 17 Meeting Minutes

Steve Wall

4 Review/Approve UCIP 2010 Schedule of Discretionary Benefits

Johnnie Miller

5 Review/Approve UCIP Standing Committees

Kay Blackwell

6 Review/Approve Third-Party Use of UCIP Training Room

Johnnie Miller

7 Review/Approve National Emergency Management Services Training

Johnnie Miller

8 Medicare Regulation Requirements

Johnnie Miller

9 Ratification and Approval of Payments and Credit Card Transactions

Steve Wall

10 Set Date and Time for Closed Meeting  
to Discuss the Purchase, Exchange, or Lease of Real Property

Kay Blackwell

11 Action on Real Property Matters

Kay Blackwell

12 Set Date and Time for Closed Meeting  
to Discuss Character, Professional Competence, Physical/Mental Health of an Individual

Kay Blackwell

13 Action on Personnel Matters

Kay Blackwell

14 Set Date and Time for Closed Meeting  
to Discuss Pending or Reasonably Imminent Litigation

Kay Blackwell

15 Action on Litigation Matters

Kent Sundberg

16 Regular Meeting Schedule

Johnnie Miller

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### INFORMATION

17 Chief Executive Officer's Report

Johnnie Miller

18 Other Business

Kay Blackwell





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Notice Title:	Board of Trustees Meeting
Government Type:	Special Districts
Entity:	Utah Counties Insurance Pool
Public Body Name:	Board of Trustees
Notice Subject:	Insurance
Street Address:	10980 S. Jordan Gateway
Street Address continued:	
City:	South Jordan
Zip:	84095
Start Date:	01/21/10 12:00 PM
End Date:	01/21/10 4:00 PM
	Lunch Provided
	Call to Order
	Review/Excuse Board Members Absent
	Parliamentary Procedure
	Approve December 17 Meeting Minutes
	Review/Approve UCIP 2010 Schedule of Discretionary Benefits
	Review/Approve UCIP Standing Committees
	Review/Approve Third-Party Use of UCIP Training Room
	Review/Approve National Emergency Management Services Training
	Medicare Regulation Requirements
	Ratification and Approval of Payments and Credit Card Transactions
Description / Agenda:	Set Date and Time for Closed Meeting to Discuss the Purchase, Exchange, or Lease of Real Property Action on Real Property Matters
	Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual Action on Personnel Matters
	Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation Action on Litigation Matters
	Regular Meeting Schedule
	Chief Executive Officer's Report
	Other Business

ADA:

Electronic Participation:

Other:

Emergency Notice:

Send copy of notice to:

Attachments

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sonya White at the Utah Counties Insurance Pool, PO Box 760, Midvale, UT 84047, or call 800-339-4070, at least three days prior to the meeting.

Any Member of the Utah Counties Insurance Pool Board of Trustees may participate telephonically.

No

editor@sltrib.com

There are no attachments associated with this notice.

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## BOARD OF TRUSTEES MEETING MINUTES

January 21, 2010, 12:00 p.m.  
UCIP Offices, 10980 South Jordan Gateway, South Jordan, UT

### **BOARD MEMBERS PRESENT**

Kay Blackwell, *President*, Piute County Commissioner  
Steve Wall, *Secretary-Treasurer*, Sevier County Clerk-Auditor  
Bruce Adams, San Juan County Commissioner  
Brad Dee, Weber County Human Resources Director  
Jim Eardley, Washington County Commissioner  
Jerry Hess, Davis County Deputy Attorney  
Jerry Hurst, Tooele County Commissioner  
Wayne Smith, Iron County Commissioner  
Kent Sundberg, Utah County Deputy Attorney  
Steve White, Utah County Commissioner

### **BOARD MEMBERS ABSENT**

Ken Bischoff, *Vice President*, Weber County Commissioner  
LaMar Guymon, Emery County Sheriff  
Karla Johnson, Kane County Clerk-Auditor

### **OTHERS PRESENT**

Johnnie Miller, UCIP Chief Executive Officer  
Sonya White, UCIP Manager of Administration

### **Call to Order**

Kay Blackwell called this meeting of the Utah Counties Insurance Pool Board of Trustees to order at 12:30 p.m. on January 21, 2010 and welcomed those in attendance.

### **Review/Excuse Board Members Absent**

Ken Bischoff, LaMar Guymon and Karla Johnson had previous commitments and requested to be excused from this meeting. Steve White made a motion to excuse Ken Bischoff, LaMar Guymon and Karla Johnson from this meeting. Wayne Smith seconded the motion, which passed unanimously.

### **Parliamentary Procedure**

At the Seattle AGRIP Conference in October 2009, Board Members and Staff attended a session relating to Parliamentary Procedures. Kay Blackwell explained that the Board will adopt rules that govern its meetings. By following simple rules, it makes for a better discussion: 1) Courtesy is required at all times; 2) Discussion of other members' motives is never allowed; and 3) No one may speak on a motion a second time until everyone who wishes to do so has spoken once.

### **Approve December 17 Meeting Minutes**

The minutes of the Board of Trustees meeting held December 17, 2009 were previously sent to the Board Members for review. Steve Wall requested that LaMar Guymon's last name be added to the motions made by him and that the date of the next meeting be corrected to January 21. Steve Wall made a motion to approve the December 17, 2009 meeting minutes as corrected. Jerry Hurst seconded the motion, which passed unanimously.

#### **Review/Approve UCIP 2010 Schedule of Discretionary Benefits**

Johnnie Miller explained that the schedule of discretionary benefits presented to the Board in December did not include the language regarding employee health reimbursement arrangement benefits. Steve Wall made a motion to approve the following language to be added to the Schedule of Discretionary Benefits: *UCIP will annually deposit \$500 into the Health Reimbursement account for each employee. Employees may be reimbursed from their account for the cost of deductibles, co-payments and eligible unreimbursed health care expenses. Funds in the account at the end of the year will be rolled over in the account for the following year.* Jerry Hess seconded the motion, which passed unanimously.

#### **Review/Approve UCIP Standing Committees**

Kay Blackwell reviewed the recommended assignments, made by the Officers of the UCIP Board, to the UCIP Committees of the Board and the UCIP Committees of the Members (see attachment number one). Steve White made a motion to approve the Committee assignments as presented. Wayne Smith seconded the motion, which passed unanimously.

#### **Review/Approve Third-Party Use of the UCIP Training Room**

Johnnie Miller explained that with UCIP holding more training session at its new office space, it is anticipated that both members and non-members will ask to use the facility. Johnnie provided the Board with a recommended schedule of charges and use for the UCIP training room (see attachment number two). Jerry Hurst made a motion to approve the schedule as presented. Steve White seconded the motion, which passed unanimously.

#### **Review/Approve National Incident Management System Training**

Johnnie Miller reported that many county members have committed to certification with the National Incident Management System for their responsibilities in an emergency event. The state offers the training at no charge but there has been no coordination to make the training readily available to county members. Brad Dee made a motion authorizing the Chief Executive Officer to coordinate NIMS training if it is worthwhile and needed by county members. Steve Wall seconded the motion, which passed unanimously.

#### **Medicare Regulation Requirements**

Johnnie Miller explained that updated federal regulation has created new reporting requirements for all insurers and self-insurers under Section III of the Medicare, Medicaid and SCHIP Extension Act of 2007. UCIP Staff has completed the registration process and will begin testing of reports in February. UCIP's mandatory reporting start date is June 15, 2010. Penalties for failure to report are \$1,000 per day per claim. These new requirements place additional responsibilities on staff. Johnnie indicated that it is more cost effective to handle these new reporting requirements in-house.

#### **Ratification and Approval of Payments and Credit Card Transactions**

Steve Wall reviewed the payments made, payments to be made (see attachment number three) and credit card transactions with the Board. Steve Wall made a motion to approve the payments made, payments to be made and credit card transactions. Steve White seconded the motion, which passed unanimously.

#### **Set Date and Time for Closed Meeting**

Steve White made a motion to strike agenda item: Set Date and Time for Closed Meeting to Discuss the Purchase, Exchange, or Lease of Real Property. Steve Wall seconded the motion, which passed unanimously.

#### **Action on Real Property Matters**

Steve White made a motion to continue to list the Sandy Property with Caldwell-Banker Realtors for \$549,900. Jerry Hurst seconded the motion, which passed unanimously.



#### Set Date and Time for Closed Meeting

Kent Sundberg made a motion to set the date and time for a closed meeting to discuss the Character, Professional Competence, Physical/Mental Health of an Individual at 1:15 p.m. on January 21, 2010. Steve White seconded the motion, which passed unanimously.

The regular meeting resumed at 1:30 p.m. on January 21, 2010.

#### Action on Personnel Matters

Steve Wall made a motion to strike agenda item: Action on Personnel Matters. Steve White seconded the motion, which passed unanimously.

#### Set Date and Time for Closed Meeting

Kent Sundberg made a motion to strike agenda item: Set Date and Time for a Closed Meeting to Discuss Pending or Reasonably Imminent Litigation. Steve White seconded the motion, which passed unanimously.

#### Action on Litigation Matters

Kent Sundberg made a motion to strike agenda item: Action on Litigation Matters. Jerry Hurst seconded the motion, which passed unanimously.

#### Regular Meeting Schedule

Johnnie Miller recommended changes to the 2010 regular meeting schedule of the Board of Trustees (see attachment number four). Bruce Adams made a motion to approve the proposed changes except for the March 18 meeting that will be held in South Jordan. Steve White seconded the motion, which passed unanimously.

#### Chief Executive Officer's Report

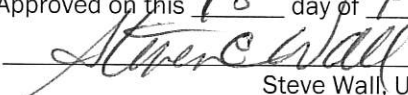
Johnnie Miller reported that the Audit Committee met with the auditors this morning for their pre-audit meeting. The auditors will be on-site during the week of March 1 to conduct the audit. The Audit Committee will meet on May 6 with the auditors at 11:00 a.m. to review the draft report. The Board will review the audit at its May 13 meeting and approve the final at its June 4 meeting.

Korby Siggard has been elected President of the Utah Chapter of PRIMA. President receives \$1,000 for expenses to attend the National Conference. Karla Johnson will be taking her ARM test at the National Conference. Steve White made a motion to approve the expenditures for Korby and Karla to attend the PRIMA National Conference along with any other Board Member that would like to attend. Wayne Smith seconded the motion, which passed unanimously.

Johnnie Miller explained that the workers compensation program transition with the Workers Compensation Fund is moving ahead, albeit slowly. Johnnie recommended that the Board approve leaving the UCIP workers compensation staff in place through the end of February, if needed, to assure a smooth and seamless transition for UCIP members and their injured employees.

#### Other Business

The next meeting of the Board of Trustees is scheduled for February 18, 2010 at 12:00 p.m. at the UCIP Offices.

Approved on this 18<sup>th</sup> day of February 2010  
  
Steve Wall, UCIP Secretary-Treasurer





## 2. Three golden rules for discussion

There are two key facts to keep in mind when planning for discussion of issues at any meeting:

- Discussion in a group setting is different from ordinary conversation.
- Following some simple rules makes discussion better.

We are so casual today, and so committed to inclusiveness, that people are reluctant to set limits on one another. No one wants to be authoritarian or arbitrary. The result is that group discussions sometimes go on too long, wander all around the subject, don't give everyone a chance to speak, fail to come to a conclusion, or feel like a waste of time. Paradoxically, in seeking to be fair, an unfair situation can be created.

If a group agrees to some simple rules, and if the group leader is willing and able to enforce them, discussion will go much better.

In our experience, there are three "Golden Rules" for discussion:

- 1) Courtesy is required at all times.
- 2) Discussion of other members' motives is never allowed.
- 3) No one may speak a second time until everyone who wishes to do so has spoken once.





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## MEMORANDUM

**To: UCIP Board of Trustees**

**From: Johnnie Miller**

**Date: January 15, 2010**

**Re: UCIP Discretionary Benefits – Health Reimbursement Deposit**

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The schedule of discretionary benefits presented at your December meeting was missing language regarding UCIP's employee health reimbursement benefit. I am recommending the Board approve revision to the Schedule of Discretionary Benefits to include:

**Health Reimbursement Program**

UCIP will annually deposit \$500 into a Health Reimbursement account for each employee. Employees may be reimbursed from their account for the cost of deductibles, co-payments and eligible unreimbursed health care expenses. Funds in the account at the end of the year will be rolled over into the account for the following year.

Traditionally, UCIP had deposited \$200 per family member into an HRA account for each employee, for reimbursement of eligible health expenses. In 2009, the Board approved a change to depositing a flat \$500 per employee in this account, rather than a per family member amount.

JRM/jrm





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## STANDING COMMITTEES

### COMMITTEES of the BOARD

#### AUDIT

- Steve White, *Chair*, Utah County Commissioner
- Jerry Hurst, Tooele County Commissioner
- Kent Sundberg, Utah County Deputy Attorney
- Steve Wall, Sevier County Clerk-Auditor

#### GOVERNANCE

- Ken Bischoff, *Chair*, Weber County Commissioner
- Bruce Adams, San Juan County Commissioner
- Jerry Hess, Davis County Deputy Attorney
- Kent Sundberg, Utah County Deputy Attorney
- Steve Wall, Sevier County Clerk-Auditor
- Steve White, Utah County Commissioner

#### NOMINATING

- Jim Eardley, *Chair*, Washington County Commissioner
- Karla Johnson, Kane County Clerk-Auditor
- Wayne Smith, Iron County Commissioner

#### PERSONNEL

- Brad Dee, *Chair*, Weber County HR Director
- Kay Blackwell, Piute County Commissioner
- LaMar Guymon, Emery County Sheriff

### COMMITTEES of the MEMBERS

#### LAW ENFORCEMENT

- LaMar Guymon, *Chair*, Emery County Sheriff
- James Cordova, Carbon County Sheriff
- Bud Cox, Davis County Sheriff
- Alden Orme, Juab County Sheriff
- Brad Slater, Weber County Sheriff
- Kirk Smith, Washington County Sheriff

#### LITIGATION MANAGEMENT

- Kent Sundberg, *Chair*, Utah County Deputy Attorney
- Brock Belnap, Washington County Attorney
- David Blackwell, Emery County Attorney
- Dale Eyre, Sevier County Attorney
- Doug Hogan, Tooele County Attorney
- Dave Wilson, Weber County Deputy Attorney

#### PERSONNEL

- Brad Dee, *Chair*, Weber County HR Director
- Pam Ayala, Tooele County Human Resources Director
- Paul Barton, Beaver County Clerk-Auditor
- Valeen Brown, Piute County Clerk-Auditor
- Cyndi Eldridge, San Juan County HR/Personnel Director
- Colette Eppley, Iron County Personnel
- Rhonda Gant, Kane County HR
- Brandy Grace, Millard County Auditor
- Lana Jensen, Utah County Personnel Director
- Mary Huntington, Emery County Personnel
- Peggy Madsen, Box Elder County Personnel Director
- Carrie Mascaro, Duchesne County Personnel
- Joe McKea, Uintah County HR Director/Risk Manager
- Camille Moore, Garfield County Clerk-Auditor
- Ilene Roth, Sanpete County Auditor
- David Rowley, Wasatch County HR
- Mike Seely, Juab County Administrator
- Jim Smith, Cache County Personnel Director
- Ryan Torgerson, Wayne County Clerk-Auditor
- Steve Wall, Sevier County Clerk-Auditor
- John Willie, Washington County Administrator





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## MEMORANDUM

**To: UCIP Board of Trustees**

**From: Johnnie Miller**

**Date: January 15, 2010**

**Re: Third-Party use of UCIP Training Room**

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To date, the only third party to use the UCIP training room facility has been our landlord, Western Ag Credit Union. As we have more people at the facility for UCIP training, we anticipate both members and non-members to ask about use of the facility.

All users would be required to provide proof of insurance, or purchase of a TULIP policy. All users would also be required to enter into an agreement for use of the facility that include the ability for UCIP to hold a deposit and/or charge for extraordinary cleaning costs or repairs arising from the use.

I recommend the following schedule for charges for use of the UCIP training facility:

Member use – No charge during normal work hours. Nominal charge (\$50 - \$150) for evening or weekend use;

Non-member Public Entity use – No charge if use is related to risk management with members in attendance. Nominal charge (\$50 - \$150) for non risk management related or if no UCIP members are in attendance. Additional charge of \$50 - \$250 for evening or weekend use;

UCIP Employee use – No charge for family receptions, charity or community based planning meetings. Nominal charge (\$50 - \$250) for charity or community based events;

Private party use – Market rate for meeting/training facilities as determined by the Manager of Administration, and at the discretion of the Chief Executive Officer and/or Board of Trustees.

JRM/jrm







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## **MEMORANDUM**

**To: UCIP Board of Trustees**

**From: Johnnie Miller**

**Date: January 15, 2010**

**Re: National Emergency Management Service Training**

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Karla Johnson brought it to my attention that many county members have committed to certification with the National Emergency Management Service (NEMS). To gain certification, auditors, clerks, commissioners and other within the county must complete certain required courses, based on their responsibilities in an emergency event. While the state offers the training courses at no charge, there has no attempt to coordinate this training effort to make the courses readily available for our county members.

Staff has worked with the Kane County Emergency Management Director and the state training office to coordinate training sessions for our members. Kane County has offered to host a training session to be held March 18 and 19 in Kanab. Staff would like to host a second training session shortly thereafter at our training facility in South Jordan. Additional sessions may be needed to assure access to this training by all members.

I recommend the Board approve sponsorship of these training sessions as part of UCIP's Loss Control Training programs. No speaker fees are required, as the state provides the trainers at no cost. UCIP would cover the cost of refreshments at breaks, and any room rental charge if necessary. Depending on the location, UCIP could provide box lunch options at our cost, or by charging attendees to cover that cost.

I see this as an opportunity to provide members with necessary risk related training at minimal cost.

JRM/jrm





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## **MEMORANDUM**

**To: UCIP Board of Trustees**

**From: Johnnie Miller**

**Date: January 15, 2010**

**Re: Medicare Section 111 Reporting**

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Updated federal regulation has created new reporting requirements for all insurers and self-insurers of group health, liability, no-fault and workers compensation. Governmental pools are included in the definition of insurer for purposes of these reporting regulations.

Under Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007, all insurers must report specific information about Medicare beneficiaries who have other insurance coverage, to allow for proper coordination of benefits. To comply with the regulations, each claimant must provide additional identifying information, which must be sent via query file to the Center for Medicare & Medicaid Services (CMS), to determine if the claimant is or will be eligible for Medicare benefits. If the claimant is eligible for federal benefits, the insurer must provide additional information on the claim, with quarterly updates for as long as the claim remains open. All settlements must consider proper coordination with Medicare.

UCIP staff has completed the registration process as a Non-Group Health Registered Reporting Entity. Our software provider, Mountain View Software, is developing the necessary reporting files. UCIP will begin testing of the reports with CMS in February. UCIP's start date for mandatory reporting is June 15, 2010. As of that date, all claims occurring after June 15, 2009 must be reported to CMS. Penalties for failure to report are \$1,000 per day, per claim.

These new requirements place some significant additional responsibilities on UCIP staff. I have looked at proposals from third party vendors to provide reporting services, but given the limited number of claims UCIP will need to report, it appears it may be more cost effective to manage the reporting in-house. Once regular reporting has begun, we can consider the cost-benefit of hiring a third party reporting agent. At this time I recommend continuing to handle these new reporting requirements in-house.

JRM/jrm

**PO BOX 95730, SOUTH JORDAN, UT 84095 • P 801-565-8500 • F 801-568-0495**  
**WWW.UCIP.UTAH.GOV**



# Utah Counties Insurance Pool

## Payments

December 18, 2009 - January 21, 2010

Type	Date	Num	Name	Memo	Split	Amount
<b>ML Expense</b>						
Liability Check	12/30/2009	ONLINE	QuickBooks Payroll Service	Created by Payroll Services on 12/22/2009	-SPLIT-	-15,680.17
Liability Check	12/31/2009	ONLINE	Utah Retirement Systems	Unit No: 864 (DEC 2009)	-SPLIT-	-6,548.88
Liability Check	12/31/2009	ONLINE	Nationwide Retirement Solutions	Entity: 644013	-SPLIT-	-2,115.34
Liability Check	12/31/2009	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270976500895273	-SPLIT-	-3,757.34
Liability Check	12/31/2009	ONLINE	Utah State Tax Commission	Transaction Number: 214679456	-SPLIT-	-1,963.14
Liability Check	1/15/2010	ONLINE	QuickBooks Payroll Service	Created by Payroll Services on 01/11/2010	-SPLIT-	-15,038.72
Liability Check	1/15/2010	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270042000119222	-SPLIT-	-5,816.76
Check	12/28/2009	VISA	Wells Fargo	Account Number: 4856 2002 0869 3567	-SPLIT-	-326.54
Check	12/28/2009	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-698.80
Check	12/22/2009	5360	Johnnie R. Miller	Account Number: 4856 2002 0646 9796	-SPLIT-	-1,462.29
Check	12/22/2009	5361	Opticare of Utah	Mileage Reimbursement	Workers' Comp	-58.30
Check	12/22/2009	5362	Steven Wall	December Benefits	-SPLIT-	-82.11
Check	12/22/2009	5363	Jim Eardley	Mileage Reimbursement	-SPLIT-	-161.70
Check	12/22/2009	5364	Wayne Smith	Mileage Reimbursement	-SPLIT-	-330.00
Check	12/22/2009	5365	LaMar Guymon	Mileage Reimbursement	-SPLIT-	-264.00
Check	12/22/2009	5366	Ken Bischoff	Mileage Reimbursement	-SPLIT-	-150.00
Check	12/22/2009	5367	Kay Blackwell	Mileage Reimbursement	-SPLIT-	-66.00
Check	12/22/2009	5368	Gerald Hess	Mileage Reimbursement	-SPLIT-	-220.00
Check	12/22/2009	5369	Kent Sundberg	Mileage Reimbursement	-SPLIT-	-35.20
Check	12/22/2009	5370	Steve White	Mileage Reimbursement	-SPLIT-	-38.50
Check	12/22/2009	5371	Korby M. Siggard	Expense Reimbursement	-SPLIT-	-33.00
Check	12/22/2009	5372	Media One of Utah	Account Number: 9001366989	-SPLIT-	-97.32
Bill Pmt -Check	12/22/2009	5373	Office Depot		Accounts Payable ML	-22.50
Bill Pmt -Check	12/22/2009	5374	Purchase Power	Account Number: 8000-9090-018-5759	Accounts Payable ML	-229.03
Bill Pmt -Check	12/22/2009	5375	Sandy's Kitchen, LLC	Invoice Number: 101	Accounts Payable ML	-236.99
Bill Pmt -Check	12/22/2009	5376	Valerie Wilde	SWAP Speaker Expense Reimbursement	Accounts Payable ML	-119.25
Bill Pmt -Check	12/22/2009	5377	Office Depot	Invoice Number: 501688711001	Accounts Payable ML	-359.40
Check	12/31/2009	5378	PEHP-LTD	Coverage Period: December 2009	Accounts Payable ML	-78.62
Bill Pmt -Check	1/1/2010	5379	Arthur J. Gallagher & Co.	Invoice Number: 90161	-SPLIT-	-266.51
Bill Pmt -Check	1/1/2010	5380	DRI	Invoice Number: 262898	Accounts Payable ML	-26,314.00
Bill Pmt -Check	1/1/2010	5381	Postmaster	Box Number: 95730	Accounts Payable ML	-250.00
Bill Pmt -Check	1/1/2010	5382	Thompson Publishing Group, Inc.	Account Number: 5545124	Accounts Payable ML	-180.00
Bill Pmt -Check	1/1/2010	5383	Utah PRIMA	2010 UT PRIMA Membership	Accounts Payable ML	-438.50
Bill Pmt -Check	1/1/2010	5384	Western AgCredit	Invoice Number: 1-2010	Accounts Payable ML	-125.00
Check	1/5/2010	5385	JUA	Overpayment 2010 WC Premium	Accounts Payable ML	-10,788.00
Liability Check	1/11/2010	5386	Public Employees Health Program	Policy Number 1076 (DEC)	Accounts Receivable	-17,218.00
Bill Pmt -Check	1/11/2010	5387	Arthur J. Gallagher & Co.	Invoice Number: 90379	-SPLIT-	-6,393.10
Bill Pmt -Check	1/11/2010	5388	Carr Printing Co., Inc.	Invoice Number: 97449	Accounts Payable ML	-2,880.00
Bill Pmt -Check	1/11/2010	5389	County Reinsurance, Limited	Excess Liability Jan 1 2010 - Jan 1 2011	Accounts Payable ML	-650.00
Bill Pmt -Check	1/11/2010	5390	Media One of Utah	Account Number: 9001366989	Accounts Payable ML	-861,116.00
Bill Pmt -Check	1/11/2010	5391	Office Depot	Invoice Number: 502358649001	Accounts Payable ML	-140.00
Bill Pmt -Check	1/11/2010	5392	Paetec	Invoice Number: 9224908	Accounts Payable ML	-61.94
Bill Pmt -Check	1/11/2010	5393	Premiere Global Services	Invoice Number: 02793587	Accounts Payable ML	-682.59
Bill Pmt -Check	1/11/2010	5394	Revco Leasing Company, LLC	Invoice Number: 226052	Accounts Payable ML	-160.16
Bill Pmt -Check	1/11/2010	5395	TCNS, Inc.	Invoice Number: 3681	Accounts Payable ML	-815.89
Bill Pmt -Check	1/11/2010	5396	Arthur J. Gallagher & Co.	Invoice Number: 90404	Accounts Payable ML	-591.50
Bill Pmt -Check	1/11/2010	5397	Office Depot	Invoice Number: 502721202001	Accounts Payable ML	-150.00
Bill Pmt -Check	1/11/2010	5398	TCNS, Inc.	Invoice Number: 3692	Accounts Payable ML	-113.30
Bill Pmt -Check	1/11/2010	5399	Arthur J. Gallagher & Co.	Invoice Number: 90405	Accounts Payable ML	-70.00
Liability Check	1/19/2010	5400	Sirius Consulting Group, LLC	Invoice: January (UCIP -1076) 442915	Accounts Payable ML	-1,030.00
Liability Check	1/19/2010	5401	Opticare of Utah	January Benefits	-SPLIT-	-638.77
Bill Pmt -Check	1/19/2010	5402	Business Insurance	Customer Account Number: 29314944	-SPLIT-	-82.11
Bill Pmt -Check	1/19/2010	5403	Office Depot	Invoice Number: 504649294001	Accounts Payable ML	-97.00
Bill Pmt -Check	1/19/2010	5404	Purchase Power	Account Number: 8000-9090-018-5759	Accounts Payable ML	-65.77
					Accounts Payable ML	-236.99

# Utah Counties Insurance Pool Payments December 18, 2009 - January 21, 2010

Type	Date	Num	Name	Memo	Split	Amount
Total ML Expense						-987,545.03
<b>WC Expense</b>						
Bill Pmt -Check	12/22/2009	281	By The Numbers Actuarial Consulting, Inc.	Invoice Number: 2009-190	Accounts Payable WC	-901.25
Bill Pmt -Check	1/1/2010	282	Workers Compensation Fund	VOID: Invoice Number: X000010	Accounts Payable WC	0.00
Bill Pmt -Check	1/1/2010	283	Workers Compensation Fund	Invoice Number: X000010	Accounts Payable WC	-1,484,679.93
Bill Pmt -Check	1/5/2010	284	Workers Compensation Fund	Invoice Number: 2009-12-29	Accounts Payable WC	-4,229,516.00
Bill Pmt -Check	1/11/2010	285	Mountain View Software	Invoice Number: 13922	Accounts Payable WC	-174.00
Total WC Expense						-5,715,271.18
<b>TOTAL</b>						<b>-6,702,816.21</b>





Utah Counties Insurance Pool  
*Supporting Your Goals Since 1992*

## **MEMORANDUM**

**To: UCIP Board of Trustees**

**From: Johnnie Miller**

**Date: January 15, 2010**

**Re: Sandy Property Listing**

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The property on 700 East in Sandy remains listed with Caldwell-Banker Realtors for \$549,900. A Caldwell representative contacted me to ask if we wanted to lower our asking price to see if that stimulates interest in the parcel.

At this time, our return on cash invested in PTIF is earning less than three-quarters percent. Liquidating this property asset does not provide any real benefit with an investment income rate at such low level. I recommend continuing to list the property at the current price. We may actually see a better return on the investment betting on an increase in property values than an increase in interest rates.

JRM/jrm



# AFFIDAVIT OF KAY BLACKWELL

STATE OF UTAH                                 )  
  :SS  
COUNTY OF SALT LAKE                         )

Kay Blackwell, being duly sworn upon oath, deposes and says:

1. That the affiant has personal knowledge of the matters hereinafter referred to in this Affidavit.

2. That the Affiant, on or about the 21 day of January, 2010, presided over a meeting of the Utah Counties Insurance Pool Board of Trustees, an open and public meeting within the provisions of Chapter 4, Title 52, Utah Code Annotated, 1953, as amended.

3. That a quorum of the Utah Counties Insurance Pool Board of Trustees was present and at least two-thirds of the members present, voted to close the meeting pursuant to the provisions of Section 52-4-4, Utah Code Annotated, 1953, as amended, for the purpose of discussing the character, professional competence, or physical or mental health of an individual.

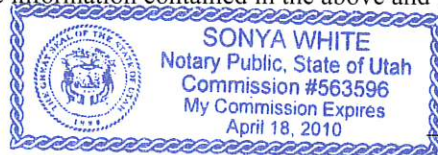
4. That the affiant was present throughout the meeting and, pursuant to the provisions of Section 52-4-7.5, the affiant does hereby affirm that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual or individuals.

FURTHER, Affiant saith not.

DATED this 21 day of January, 2010.

  
KAY BLACKWELL, President  
Utah Counties Insurance Pool

On the 21 day of January 2010, personally appeared before me Kay Blackwell, who, after being by me duly sworn, deposed and said that the information contained in the above and foregoing Affidavit is true and correct.



  
NOTARY PUBLIC

My Commission Expires: April 18, 2010



**ANNUAL NOTICE OF REGULAR MEETING SCHEDULE OF THE BOARD OF  
TRUSTEES OF THE UTAH COUNTIES INSURANCE POOL**

**PUBLIC NOTICE** is hereby given that the 2010 Annual Meeting schedule of the Board of Trustees of the Utah Counties Insurance Pool is as follows:

Regular meetings of the Board of Trustees of the Utah Counties Insurance Pool will be held on the dates, at the times and at the location of 10980 South Jordan Gateway, South Jordan, Utah or the specific member county listed below unless otherwise changed by action of a quorum of the Board of Trustees of the Utah Counties Insurance Pool.

**TENTATIVE REGULAR MEETING DATES FOR 2010**

January 21, 12:00 p.m.  
February 18, 12:00 p.m.  
March 18, 12:00 p.m., Kane County  
April 13, 6:00 p.m., Weber County  
May ~~6~~13, 12:00 p.m., Washington County  
June 4, 8:00 a.m., Wasatch County  
July ~~20~~15, ~~6~~12:00 p.m., ~~Iron County~~  
August ~~26~~19, 12:00 p.m., Iron County  
September 16, 12:00 p.m.  
October 15, 12:00 p.m.  
November 11, 6:00 p.m., Washington County  
December 16, 12:00 p.m.

A regular meeting may be canceled without notice by action of a quorum of the Board of Trustees. When, because of unforeseen circumstances, it is necessary for the Board of Trustees to hold an emergency meeting to consider matters of an emergency or urgent nature, the best notice practicable shall be given. No such emergency meeting of the Board of Trustees shall be held unless an attempt has been made to notify all of the members of the Board of Trustees and there is a majority vote in the affirmative to hold the meeting.

All regular meetings of the Board of Trustees shall be open to the public unless closed by the Board of Trustees in the manner described in §52-4-4, Utah Code Annotated, 1953 as amended, and, for a purpose described in §52-4-5, Utah Code Annotated, 1953 as amended.

ADOPTED AND APPROVED THIS 17 DAY OF December, 2009.

BOARD OF TRUSTEES,  
UTAH COUNTIES INSURANCE POOL

  
Kay Blackwell, President







Utah Counties Insurance Pool  
*Supporting Your Goals Since 1992*

## **MEMORANDUM**

**To: UCIP Board of Trustees**

**From: Johnnie Miller**

**Date: January 15, 2010**

**Re: Workers Compensation Program Transition**

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The transition of our workers compensation program from an in-house administered self-insurance program to a joint purchase fully insured program is going well. The WCF has begun handling all new claims as of January 1, 2010. All members of the program have received training on reporting of claims and safety services available under the program. Most counties have met with their WCF team, and have had safety inspections conducted by WCF safety professionals. WCF is on target to complete initial meetings and inspections by February 1, 2010. We have had no concerns or problems reported to us regarding the transition on new claims.

The transfer of our loss portfolio is moving ahead, albeit slowly. WCF has been working with UCIP's claim system administrator, Mountain View Software, to prepare and map the data for download into WCF's claims data system. This process has taken a considerable amount of time to complete, and WCF is still in a testing phase to determine if the data is ready for a final transfer. In the meantime, to assure that member claims are paid on a timely basis, UCIP has continued to adjust all the claims for loss years 2004 to 2009. Based on current projections, it may be mid February before WCF is able to complete the data transfer with our vendor, and take over claims administration. We have set up a separate account for all payments made for indemnity or medical treatment provided after January 1, 2010, to simplify the reimbursement process with WCF.

My recommendation is for the Board to approve leaving our workers compensation claims staff in place through the end of February, if needed, to assure a smooth and seamless transition for our members and their injured employees.

JRM/jrm







Utah Counties Insurance Pool  
*Supporting Your Goals Since 1992*

# Board of Trustees

January 21, 2010

# Rules Governing Meetings

- Chair will yield floor. Wait to be recognized by chair before speaking.
- Address the group, not individuals, unless you are asking an individual a question.
- All have a chance to speak once before members are recognized a second time.
- Comment on the current item only, and limit repeating points that have already been made.

# Employee Benefits

- Employee deposit to HRA account was not included in Benefits Schedule.
- Considering switch to PEHP dental plan due to rate increases with Guardian.

# Committees of the Board

- Audit
  - Steve Wall, Steve White, Kent Sundberg, Wayne Smith
- Governance
  - Kay Blackwell, Ken Bischoff, Jim Eardley, Jerry Hess
- Personnel
  - Brad Dee, Karla Johnson, Bruce Adams, Jerry Hurst
- Nominating
  - Kay Blackwell, Ken Bischoff, Jim Eardley

# Use of UCIP Facility

- Use by county entities – no charge.
- Use by other government entities – nominal charge for staff time to set up.
- Use by private entities – market rate.
- Use by Western Ag – no charge.
- Use by UCIP staff (family) – no charge.
- Proof of insurance or Tulip required with agreement for payment of extraordinary cleanup, maintenance or repair costs.

# NEMS Training

- Required for National Emergency Management Certification.
- “Finance Officers”, Clerks, Auditors, Commissioners, Law Enforcement.
- State provides trainers at no charge.
- Cost would be limited to refreshments, room rental and staff travel expenses.



# Medicare Sect. 111

- All liability and auto liability claims with possibility of need to coordinate benefits with Medicare.
- Quarterly reporting required. Must report in format required by Medicare.
- Staff has completed registration phase and will begin report submission testing.
- First required report date June 15, 2010.

# Audit Schedule

- Audit Committee pre-audit meeting today.
- On-site audit week of March 1<sup>st</sup>.
- Draft audit report to staff by May 1<sup>st</sup>.
- Audit Committee/Board review of audit report & Management Letter May 6<sup>th</sup>.
- File audit report and response to Management Letter with State Auditor by June 1<sup>st</sup>.

# PRIMA Conference

- Korby Siggard elected Utah Chapter President. Receives \$1,000 toward cost of national conference.
- Board member Johnson considering attending conference to take ARM test. Recommend sponsoring Board member attendance at PRIMA conference.
- Recommend sponsoring board member training for ARM or CRM.

